

XI Preparing Claim Schedules

The accurate and timely payment of vendors is an important function of any accounting function. The State of California uses a variety of vendor payment methods. One method is through claim schedules submitted to the SCO for payment. CALSTARS has two types of claim schedules, automated and manual. Automated claim schedules are more commonly used. Manual claim schedules may be used when time does not allow for the automated scheduling process.

All claim schedule batches (manual and automated) that post to CALSTARS are processed through the Claim Schedule Subsystem. The Claim Schedule Subsystem summarizes the disbursement/credit memo transactions in a batch and generates an automated Claims Filed (GLA 3020) transaction(s). However, only automated claim schedule batches are used to create and print claim schedule "face sheets" and remittance advices using the agency's printer.

This chapter describes the claim schedule process and how CALSTARS supports that function. The emphasis is on automated claim schedules; however, the procedures for both types of claim schedules are described.

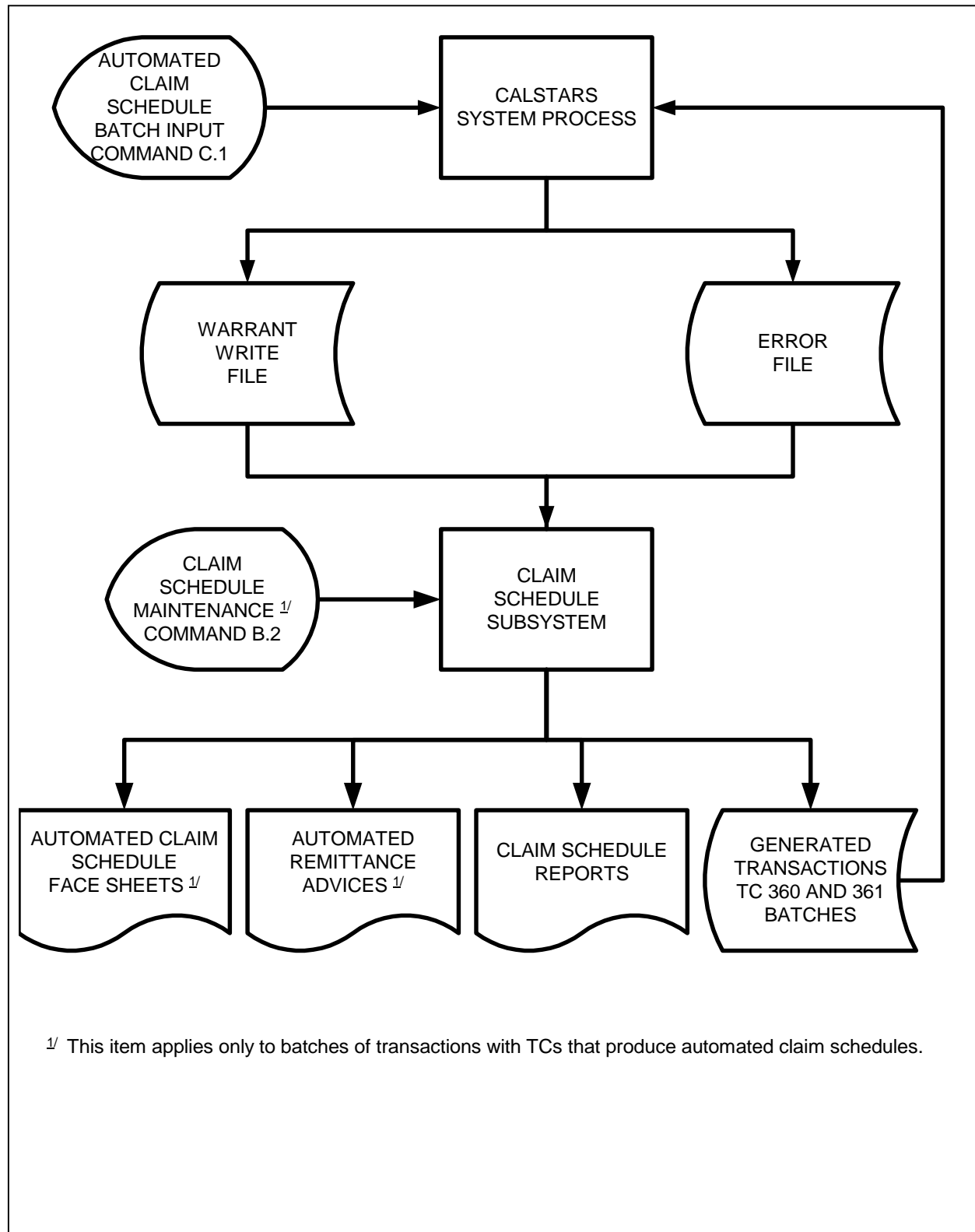
CLAIM SCHEDULE PROCESS OVERVIEW

Claim schedule transactions are entered into CALSTARS in the same manner as other accounting transaction batches, but include a Claim Schedule Number on the Batch Header Slip. All claim schedule batch transactions that pass system editing are posted to the Warrant Write File (WW). This file is used by the Claim Schedule Subsystem to create automated Claims Filed transactions. If any claim schedule transaction fails system editing:

- ✱ The transaction(s) goes to the Error File,
- ✱ The Claim Schedule Subsystem will not create an automated Claims Filed transaction, and
- ✱ An automated claim schedule cannot be printed.

When manual claim schedule transactions pass system editing, Claims Filed transactions are automatically created for posting. When automated claim schedule transactions pass system editing, claim schedule face sheets and remittance advices (RAs) are available for print unless the agency has specified otherwise. The Claims Filed transactions are created for posting when the face sheets and RAs print. Exhibit XI-1 on page 2 shows the CALSTARS claim schedule process.

EXHIBIT XI-1
CLAIM SCHEDULE SUBSYSTEM PROCESSING



The following sections describe, in detail, claim schedule preparation, printing of claim schedules and remittance advices, claim correction methods, reportable payment adjustments, posting of Claims Filed, reconciliation of claim schedules, claim schedule reports, and coding of the claim schedule and remittance advice.

CLAIM SCHEDULE PREPARATION STEPS

The steps described below are generally used by most agencies, however, some variations may exist.

Step 1. Determine the content of the claim schedule

To ensure compliance with SAM, Section 8422, the invoices contained in claim schedules must be separated as follows:

Separate invoices by type of disbursement (ORF reimbursement, discounts taken, immediate pay demanded, contracts, etc., as needed)

Separate invoices by type of output (Manual or automated schedule)

The transaction codes used to create automated or manual claim schedule batches are unique for each type. As a result, mixing automated and manual transaction codes (TCs) in the same batch is not allowed.

Agencies may choose to use a manual claim schedule under the following circumstances:

- ✧ Immediate payment demands or discount timing may require same-day batching and submission to the SCO;
- ✧ Reimbursement of the office revolving fund (ORF) may involve bills for vendor services that are reportable payments to IRS and FTB. The actual Vendor Number is used to avoid using TC R01 or R02. See Chapter XII, Reportable Payments, for more information on those transactions and requirements; or
- ✧ There is a small volume of claim schedule batches so automated claim schedules would not be efficient.

Step 2. Assemble vendor invoices/payment documents into a batch

Several rules must be followed when assembling a claim schedule batch for entry. See Chapter VIII, Preparing Transaction Entry Documents, for general procedures on preparing a batch. Claim schedule batches have the following special requirements:

- ✧ Must contain only claim schedule transactions.

- ✧ Must use a unique 7-digit alpha-numeric Claim Schedule Number. If less than seven characters are used, the system right-justifies and left zero-fills those spaces. Blanks (space bar) are not allowed between digits or as leading spaces.

NOTE: Use of special characters may prevent the SCO CD 102 document from correctly matching the CALSTARS Claims Filed document, or complicate the SCO/CALSTARS account reconciliations.
- ✧ Must contain transactions totaling no more than \$99,999,999.99. If exceeded, the system will split the schedule, create multiple face sheets, and automatically assign an 8th digit (i.e., A, B, C, etc.) rather than a zero.
- ✧ Must contain transactions with the same appropriation information (i.e., organization, fund, reference, enactment and funding fiscal year). Otherwise, the system will split the schedule, create multiple face sheets, and automatically assign an 8th digit (i.e., A, B, C, etc.) rather than a zero.
- ✧ Must contain a positive dollar amount for any vendor net of all discounts and credit memos. A net zero or minus dollar vendor payment prevents an automated claim schedule from printing until a correction is made to change the transaction amount(s) or delete a transaction(s).
- ✧ Must contain transactions for no more than 12 vendors on one face sheet. A vendor is defined as one Vendor ID (one VE Table record or name using one address). If more than 12 vendors are contained in the batch, the system will automatically assign an 8th digit (i.e., A, B, C, etc.) rather than zero and create multiple face sheets. Multiple invoices for the same vendor must be entered consecutively. If the transactions are not entered consecutively, the vendor name will appear on the face sheet more than once and be treated as multiple vendors. This could cause the batch to contain over 12 vendors.
- ✧ Must contain no more than 250 transactions in a claim schedule batch.
- ✧ Must contain either expenditure or refund transactions, but not both. If the transactions are mixed, the system will automatically split the TC 360's using the same Document Number but incrementing the Document Number Suffix (i.e., 00, 01, etc.).
- ✧ For manual claim schedules, avoid including more than one accounting distribution below the "APPROPRIATION" section of the Claim Schedule (Std. 218) "face sheet", illustrated in Exhibit XI-15, shown on page 50. Although up to ten distributions are allowed by the SCO, using more than one distribution may cause problems with the automated Claims Filed (CD 102) process.
- ✧ Up to 6 invoices per page may appear on the Remittance Advice (Std. 404C), Exhibit XI-16, shown on page 51.

Type of Claim Schedule	Claim Schedule Subsystem	IEUP
Manual	TC 360 generates during nightly system processing of the day claim schedule batch is released and all transactions process successfully (no errors on error file)	TC 360 posts during next nightly system processing after claim schedule batch is successfully processed (no remaining errors)
Example: Claim Schedule CS00001 entered and released on 9/5.	TC 360 generated with a Batch Date of 9/5	Claim schedule batch posted on 9/5 TC 360 posted on 9/6
Automated	TC 360 generates during nightly system processing when: Claim schedule batch successfully processes (no errors remaining on Error File or Claim Schedule problem) and Print Date equal to or later than claim schedule batch date	TC 360 posts during nightly processing on the day claim schedule is available for print
Example: Claim Schedule CS00002 processed on 9/5. Print Date of 9/5 or later	TC 360 generated with a Batch Date of 9/5 Claim schedule facesheets and remittance advices available for print on 9/6	Claim schedule batch posted on 9/5 TC 360 posted on 9/6

SPECIAL CONSIDERATIONS

The following special considerations should be reviewed prior to entering a claim schedule batch in CALSTARS:

Identification Of Payment Authorization

The State Controller's Office requires that disbursements authorized by a contract or purchase order be identified on the claim schedule face sheet. To meet this requirement, enter the purchase order number in the Current Document field. For contract payments, enter a **C** in the Current Document field. Information entered in the Current Document field in an automated claim schedule batch is printed on the claim schedule face sheet to the left of the payee.

Payee Data Record (Standard 204 Form)

A Payee Data Record (Std. 204 Form) is required from all non-governmental entities doing business with the State of California. The Standard 204 Form must be received prior to disbursing funds to a vendor, whether through the claim schedule or revolving fund process. The information on the Payee Data Record is needed to establish a vendor number in the Vendor Edit Table. The information entered in the Vendor Edit Table is used to determine whether payments made to the vendor are reported to the Internal Revenue Service and the Franchise Tax Board. For further details on reportable payments, refer to Volume I, Chapter XII.

Subject to Use Tax Report (W04)

The W04-Subject to Use Tax Report, shown in Exhibit XI-13 on page 44, is a listing of payments subject to use tax. Entering an Indicator of **8** in the RPI field causes the transaction to post to the W04 report. If there are no payments subject to use tax for the current day's automated claim schedules, the report is not printed.

Totals are provided by vendor within claim schedule, batch and agency. The Subject to Use Tax Report is a daily report; it does not contain cumulative-to-date information. It is important to file this report. The W04 reports may be used for the annual calculation and payment of Use Tax to the Board of Equalization.

Late Payment Interest Penalties Shown On The W07 Report

Late payment penalties are shown in the daily W07 Report, Amounts Paid Subject To Late Payment Interest Penalties (Exhibit XI-14 on page 45). Using Object Code **545** or keying an Indicator of **9** in the RPI field will cause the transaction to post to the W07 report. If there are no interest penalties paid on the current day's claim schedules, the report is not printed for that day.

Totals are provided by vendor within claim schedule, batch and agency. Since the Amounts Paid Subject to Late Payment Interest Penalties Report is a daily report; it does not contain cumulative-to-date information. It is important to file this report and retain it as long as is necessary.

Remittance Advice Messages/D54 Descriptor Table

Any information entered in the Invoice field on an Automated Claim Schedule transaction will automatically print on the Remittance Advice. However, only 14 characters are available in the Invoice field. Sometimes agencies need to include a message that is more than 14 characters.

Agencies have the option of letting the system print a specific message on the remittance advice by entering a hyphen (-) and a 3-digit alphanumeric code (pre-assigned in the D54 Descriptor Table) in the first four positions of the invoice field. If a message is printed, the first four positions of the invoice number are printed as asterisks and the remaining ten positions contain the invoice number, if entered. If the same message is entered for multiple invoices for the same vendor, the message is printed once after the last invoice when the invoices are entered consecutively. If the invoices have the same message but are not entered consecutively, the message follows each occurrence.

The D54 Descriptor Table allows up to 270 characters per message. It requires some advance planning to determine the types of messages wanted and to establish the messages in the D54 table, but once the messages are entered, they remain in the D54 table until they are deleted.

The descriptor table entries involve assigning a three-digit alphanumeric code and a one-digit number. The alphanumeric code identifies the message. The numeric field identifies the line number of the message. Each message can have up to nine lines, and each line can have up to 30 characters.

The table below displays a sample of a two-line message that would appear on the remittance advice if entered in the D54 Descriptor Table.

MESSAGE	LINE NUMBER	TABLE ENTRY KEY
PURCHASE ORDER DOES NOT	1	DEF1
PROVIDE FOR SALES/USE TAX	2	DEF2

The screens below display the descriptor table entry prior to pressing enter.

```

9990 I.5: Descriptor                                07-12-2002 11:12 AM

      DESCRIPTOR TABLE MAINTENANCE/INQUIRY      CHANGE DATE:

      FUNCTION: A (A=ADD, C=CHNG, D=DEL, P=PRT, F5=VIEW MASTER,
                  F6=RECALL MAINT, F10=DEL MAINT)

      TABLE ID NUMBER: 54

      ORG CODE: 9990

      TABLE ENTRY KEY: DEF1

      REFERENCE DATA: _____

      TITLE: PURCHASE ORDER DOES NOT

      Command: _____
      Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
              Help  Retrn Quit              Bkwrđ Frwrđ              Main
  
```

```

9990 I.5: Descriptor                                07-12-2002 11:12 AM

      DESCRIPTOR TABLE MAINTENANCE/INQUIRY      CHANGE DATE:

      FUNCTION: A (A=ADD, C=CHNG, D=DEL, P=PRT, F5=VIEW MASTER,
                  F6=RECALL MAINT, F10=DEL MAINT)

      TABLE ID NUMBER: 54

      ORG CODE: 9990

      TABLE ENTRY KEY: DEF2

      REFERENCE DATA: _____

      TITLE: PROVIDE FOR SALES/USE TAX

      Command: _____
      Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
              Help  Retrn Quit              Bkwrđ Frwrđ              Main
  
```

When a particular message is needed on a Remittance Advice, the alphanumeric code preceded by a dash (-) is entered in the first four positions of the invoice field. Refer to the following example of the Claim Schedule Transaction Entry screen:

Claim Schedule File Maintenance (Command B.2)

The Enter Claim Schedule Maintenance Transactions screen (Command **B.2**) controls the printing of automated claim schedules. A table describing the functions and fields of the Claim Schedule Maintenance screen is displayed in Exhibit XI-2. An example of the screen is shown below. The screen displays claim schedules processed on a previous day and not yet printed or claim schedules that currently have transactions on the Error File.

```

9990 B.2: Enter Claim Schedule Maintenance Trans
12-08-2000 08:32 AM

GLOBAL PRINT (Y/N): N PRINT DATE: MM DD YYYY
DEFAULT OUTPUT DEST: P (E=Send eFile to SCO, P=Agency Printer)
Enter under F below: (D=Delete Maint, I=Insert Maint)
F MAINT CLAIM DUP DEST --- S C O ---
OPERATOR SCHED # BATCH DATE T NBR SEQ REC O/R ISSUE DATE SH
- CS00253 12 07 2000 04 123 00000 0 - - - - -
- CS00257 12 07 2000 04 127 00000 0 - - - - -
- CS00258 12 07 2000 04 128 00000 0 - - - - -
- CS00260 12 07 2000 04 130 00000 0 - - - - -
- CS00261 12 07 2000 04 131 00000 0 - - - - -
- - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - -
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- - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - -
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Retrn Quit Bkwrđ Frwrđ Clear Main

```

The screen displays up to 12 lines. Additional records may be displayed by scrolling using the **F8** key.

Use the following instructions for entering maintenance transactions.

The default for the **Global Print** Indicator is **Y** (yes), and the default for the **Print Date** is the current date. Agencies may change the **Global Print** indicator to **N** (no) to prevent all claims from printing. When the indicator is changed to **N**, the **Print Date** field defaults to 'MM DD YYYY'; the **N** remains until the agency manually changes it back to **Y**.

The **Print Date** determines which claim schedules process and become available for print the following day. Only claim schedules with a batch date equal to or earlier than the specified print date are processed and made available for print the following day. Agencies may change the **Print Date** to an earlier date to enable them to preview the claim schedule data prior to printing. When the **Print Date** is changed, the current date default resumes automatically the following day providing the **Global Indicator** has not been changed to **N**.

A Global Print maintenance transaction is only necessary if agencies do **not** want claim schedules entered that day to print the following day. Otherwise, claim schedules are available to print the next day if no fatal errors are detected during the CALSTARS nightly (IEUP) process.

The **Default Output Destination** field indicator is currently set to **P** for all agencies. Option **E** is not available at this time.

The following functions described below, a **D** (delete maintenance) and an **I** (insert maintenance), can be entered in the Function column (**F**):

A **D** entered in the Function column is used to delete previously entered information from the Maintenance Operator field. For example, if Hold is entered in the Maintenance Operator column and should not have been, a **D** entered in the Function column before nightly processing would delete the Hold. A **D** entered in the Function column does not delete a claim schedule or a claim schedule transaction. Only previously entered claim schedule maintenance is affected.

An **I** entered in the Function column is used to create a new line with duplicate claim schedule information. The sequence number in the duplicated line displays five zeros. This allows a specific sequence number to be entered in place of the zeros. Using the **I** function allows a specific transaction within the claim schedule to be deleted by entering the appropriate sequence number and entering a Delete in the Maintenance Operator field. For example, a credit memo that causes a negative net to vendor can be deleted using this process.

The following Maintenance Operator values described below, Hold, Release, and Delete, can be entered in the Maintenance Operator column:

A **Hold** entered in the Maintenance Operator column will prevent a claim schedule from printing.

Release will make a claim schedule available for print. If a claim schedule has previously been put on hold, this maintenance operator must be entered before the claim schedule will print.

Delete will remove an entire claim schedule or a transaction within a claim schedule from the Warrant Write File. This means the claim schedule or the transaction within a claim schedule is no longer available for print. **Note:** Deleting transactions from the Warrant Write file does not delete the previously posted expenditure transactions. Therefore, additional action may be required.

When the **Enter** key is pressed, the Claim Schedule File maintenance transactions are edited. Valid transactions are removed from the screen and the message '821-RECORD SUCCESSFULLY ADDED' is displayed at the bottom of the screen if none of the transactions have online errors. If errors are detected on the maintenance transaction screen, the erroneous field is highlighted and the appropriate error message is displayed at the bottom of the screen. These error messages are described in Volume 4, Error Correction.

The following two methods can be used to change a previously entered maintenance transaction:

- ✧ Enter a **Hold**, **Release** or **Delete** directly over the incorrect Maintenance Operator.
- ✧ Enter a **D** in the function field, press **Enter**, and enter the appropriate Maintenance Operator in the Maintenance Operator field. When all of the desired changes have been entered, press the Enter key.

Claim schedule maintenance transactions remain on the Claim Schedule Maintenance Transactions screen until the CALSTARS system is brought down for nightly processing.

Printing Automated Claim Schedules and Remittance Advice Forms

Printing Claim Schedule (Std. 214) face sheets and Remittance Advice (Std. 404) forms at an agency printer is controlled through Command **G.4** or **B.1**, Printer Control Options. The detailed instructions are contained in Volume 6, Chapter II, Report Requesting, Printing and Other Output. See the section titled *Report Printing - Command G.4*. CALSTARS uses a proprietary software package called ROPES (Remote Online Print Executive System) to manage claim schedule and report printing. Claim schedules are classified as "forms", which requires the manual intervention by an operator to set up the printer and initiate the printing process. This precludes accidental printing of these documents on blank report paper stock. Reports and forms in ROPES are grouped into "report queues". The claim schedule data uses the report queue Name **XXYMRW05** (XX=printer ID, YN=device and number) and a report Class of **S** (schedule). The steps for printing the claim schedule and remittance advice are:

1. To see if claim schedules are queued and available for print, Enter Printer Option **X**, the appropriate printer ID, Report Class **S**, Report ID **RW05**, and press **Enter**. If claims are available for print, go to Step #2.
2. Set the Printer to "Hold" (press printer button) to prevent other printing. Load and align claim schedule continuous forms in the printer. The printer line length should be set at '66' (normal length for reports).
3. (*Optional*) Test the alignment by entering Printer Option **Q**, the appropriate printer ID, Report Class **S**, Report ID **RW05**, and press **Enter**. Press Enter once each time a sample alignment test is desired and a 1-page sample will print.
4. Enter Printer Option **S** when ready to print the actual claim schedules.
5. When completed, check to make sure the alignment is still correct.

NOTE: If not aligned, realign the paper and use Printer Option **R** (Reset Printing of A Report) to reprint the schedules.

EXHIBIT XI-2
CLAIM SCHEDULE FILE MAINTENANCE SCREEN FUNCTIONS AND FIELDS

ITEM	DESCRIPTION
Global Print	The default for the Global Print indicator is Y (Yes). Change the Global Print indicator to N (No) to prevent all claim schedules from printing. When the indicator is changed to N , the N remains until the agency manually changes it back to Y .
Print Date	The default for the Print Date is the current date unless the agency changes the Global Print Indicator to N . If changed to N , the default is ' MM DD YYYY '. Claim schedules with a batch date equal or prior to the specified Print Date will be available for print the following day. Agencies may enter an earlier date in the Print Date field to enable them to review claim schedule data prior to printing.
Default Output Destination	The Default Output Destination indicator is currently set to P for all agencies. Option E is not available at this time.
Function	<p>Enter a function.</p> <p>D=Delete Key a D in the Function field to delete maintenance. The D function deletes previously entered information from the Maintenance Operator field. It does not delete a claim schedule or a claim schedule transaction.</p> <p>I=Insert Key an I in the Function field to create a new line with duplicate claim schedule information. This allows for the entry of a Delete in the Maintenance Operator field for a specific transaction within the claim schedule, such as the deletion of a credit memo that causes a negative net to vendor.</p>
Maintenance Operator	<p>Enter the claim schedule maintenance operator, as appropriate. If a batch sequence number of 00000 is entered, the Maintenance Operator applies to the entire batch. The valid Maintenance Operators and their values are:</p> <p>Manual Hold (HOLD, H) - Prevent any transaction and/or batch from being available to Print.</p> <p>Release From Manual Hold (RELEASE, REL, R) - Allow any transaction and/or batch currently on Hold to Print.</p> <p>Delete (DELETE, DEL, D) - Remove any transaction from the Claim Schedule File; e.g., any credit memos causing a negative net to vendor, transactions with Vendor ID errors, etc. It does not affect the corresponding expenditures previously posted.</p>
Claim Schedule Number	The Claim Schedule Number field is populated with all claim schedule numbers in the Warrant Write Subsystem. This includes claim schedules that are not available for printing (those with errors such as negative net to vendor, associated errors on the error file, and those on manual hold, as shown on the W01 report). Claim schedules will continue to appear on the Claim Schedule Maintenance Transaction screen until the errors are corrected or the claim schedules are released from the Manual Hold.

EXHIBIT XI-2
CLAIM SCHEDULE FILE MAINTENANCE SCREEN FUNCTIONS AND FIELDS

ITEM	DESCRIPTION
Transaction Identification	<p>The Transaction ID consists of a 18-digit code that uniquely identifies every transaction entered in CALSTARS. As described below, the transaction identification consists of:</p> <p>Batch Date (8-digit) - The month, day and year on which the transaction was batched. The batch date is coded on the batch header.</p> <p>Batch Type (2-digit) - Assigned to identify the types of transactions in the batch. Batch Types assigned to system generated batches contain two alpha characters. Batch Types assigned by agencies have two numeric digits.</p> <p>Batch Number (3-digit) - Assigned from the Batch Control Log by the agency. It distinguishes individual <u>batches</u> with the same batch date and batch type. (Batches are usually assigned sequential batch numbers starting with 001. Each agency must establish a batch numbering convention.)</p> <p>Batch Sequence (5-digit) - Assigned by the system at the time of data entry. It distinguishes the individual <u>transactions</u> in a batch. Each transaction is assigned a Sequence number. Transaction numbering begins with 00001. The batch header is assigned a sequence of 00000.</p> <p>Duplicate Record Indicator (1-digit) - Assigned by the system to distinguish between transactions entered into the system with the <u>same batch date, batch type, batch number and batch sequence number</u>. This code must be entered as part of the transaction ID.</p>
Destination O/R and SCO Issue Date SH	These fields are not available at this time.

The instructions above can also be used to print remittance advices. However, the Report Class is **R** and the Report ID is **RW06**. The printer line length should be set at '21' (for RAs and checks).

NOTE: Reset the line length to '66' following a successful printing and reload and align the report paper, as appropriate.

ASSEMBLY AND DELIVERY OF THE CLAIM SCHEDULE TO THE SCO

All documents in a claim schedule must be arranged, compiled and attached in a specific order using the method prescribed by SCO. The *State Administrative Manual* (SAM) Section 8422.2 contains instructions on the order, assembly and delivery of claim schedules.

All claim schedule copies are filed for audit purposes as prescribed by SAM Section 8422.2. Any changes to the batch such as, claim cuts, omissions or additions from/to the original batch should be noted on the Batch Header Sheet(s). These changes should also be cross-referenced inside the claim schedule folder or on the appropriate claim schedule document (face sheet, invoice, etc.) for easy audit trail review.

CLAIM SCHEDULE ERROR CORRECTIONS AND POSTING ISSUES

This section describes situations and conditions that may occur in the claim schedule process.

Coding errors in claim schedule transactions

NOTE: An automated claim schedule TC cannot be used to make corrections to claim schedule transactions (manual or automated) previously posted in CALSTARS. Use the appropriate manual claim schedule transaction code(s).

Errors caused by using the wrong classification data in a transaction for automated or manual claim schedules that do not impact the face sheet need to be corrected only in CALSTARS. These errors include incorrect Object Detail, Index, Project, or PCA when the disbursing appropriation is the same (e.g., payment is made from the Clearing Account for both incorrect and correct PCAs). Errors caused by using the wrong Vendor ID or expenditure amount need to be corrected in CALSTARS, on the claim schedule face sheet, and on the remittance advice.

The following instructions may be used to correct classification data errors

2. Go to the Claim Schedule Maintenance Screen via Command **B.2** and enter an **I** in the Function column next to the applicable claim schedule. This will create a new line with duplicate claim schedule information. The sequence number in the duplicate line will display five zeroes. Replace these zeroes with the sequence number for the TC 471 transaction and enter **Delete** in the Maintenance Operator column. This will delete the credit memo from the Claim Schedule Subsystem.
3. Verify that the Global Print Indicator is set to **Y** and the Print Date is the desired date to generate the face sheet, the RA(s) and the TC 360. If the default date is not the date desired, **Enter** an appropriate Print Date. Refer to the section on *Claim Schedule Maintenance* for further details.
4. Correct or retype the claim schedule face sheet and RA. Cross-reference the correcting transaction on the original batch for audit trail purposes.
5. Enter a manual TC 360R for the amount of the credit memo (TC 471) posted in the *original claim schedule* batch. Use the Document Number shown on the Document Shadow File (Command **H.4**).
6. Verify the claim schedule document balance agrees with the total on the claim schedule face sheet. The document balance can be verified by ordering a D05 report or by viewing the Document Shadow File (Command **H.4**) after the additional TC 360 has posted.

Option 2. Reverse the credit memo

This option is used when the credit memo is greater than the approved invoices. In addition to the following instructions, it may be necessary to reverse the invoices from the claim schedule with TC 240R. The invoices can be rescheduled after additional invoices are received that result in a payment due to the vendor. Refer to the Incorrect Vendor ID or Dollar Amount instructions above for further information.

1. Use TC 470R to reverse the credit memo. Use the original claim schedule number on the batch header.

Note: If the claim schedule was "split" by the system to use 'A, B, etc.', use a TC 253 R (Reverse). The Current Document Number (claim schedule number) must be the same as shown on the D05 Report.

2. Go to the Claim Schedule Maintenance Screen via Command **B.2** and enter an **I** in the Function column next to the applicable claim schedule. This will create a new line with duplicate claim schedule information. The sequence number in the duplicate line will display five zeroes. Replace these zeroes with the sequence number for the TC 471 transaction and enter **Delete** in the Maintenance Operator column. This will delete the credit memo from the Claim Schedule Subsystem.

3. Verify that the Global Print Indicator is set to **Y** and the Print Date is the desired date to generate the face sheet, the RA(s) and the TC 360. If the default date is not the date desired, **Enter** an appropriate Print Date. Refer to the section on *Claim Schedule Maintenance* for further details.
4. Enter a manual TC 360R for the amount of the credit memo (TC 471) posted in the *original claim schedule* batch. Use the Document Number shown on the Document Shadow File (Command **H.4**).
5. Verify the claim schedule document balance agrees with the total on the claim schedule face sheet. The document balance can be verified by ordering a D05 report or viewing the Document Shadow File (Command **H.4**).

Credit memo transaction does not immediately follow expenditure transaction.

1. Go to the Claim Schedule Maintenance Screen via Command **B.2** and enter an **I** in the Function column next to the applicable claim schedule. This will create a new line with duplicate claim schedule information. The sequence number in the duplicate line will display five zeroes. Replace these zeroes with the sequence number for the TC 471 transaction and enter **Delete** in the Maintenance Operator column. This will delete the credit memo from the Claim Schedule Subsystem.
2. Verify that the Global Print Indicator is set to **Y** and the Print Date is the desired date to generate the face sheet, the RA(s) and the TC 360. If the default date is not the date desired, **Enter** an appropriate Print Date. Refer to the section on *Claim Schedule Maintenance* for further details.
3. Correct or retype the claim schedule face sheet and RA.
4. Enter a manual TC 360R for the amount of the credit memo (TC 471) posted in the *original claim schedule* batch. Use the Document Number shown on the Document Shadow File (Command **H.4**).
5. Verify the claim schedule document balance agrees with the total on the claim schedule face sheet. The document balance can be verified by ordering a D05 report or by viewing the Document Shadow File (Command **H.4**).

Credit memo transaction does not use same vendor ID as the expenditure transaction.

1. Use TC 470R to reverse the transaction(s) with incorrect vendor ID and TC 470 to enter the credit memo transactions with the correct vendor ID. Use the original claim schedule number when posting these transactions.

Note: If the claim schedule was "split" by the system to use 'A, B, etc.', use a TC 253R and TC 253. The Current Document Number (claim schedule number) must be the same as shown on the D05 Report.

2. Go to the Claim Schedule Maintenance Screen via Command **B.2** and enter an **I** in the Function column next to the applicable claim schedule. This will create a new line with duplicate claim schedule information. The sequence number in the

- duplicate line will display five zeroes. Replace these zeroes with the sequence number for the TC 471 transaction and enter **Delete** in the Maintenance Operator column. This will delete the credit memo from the Claim Schedule Subsystem.
3. Verify that the Global Print Indicator is set to **Y** and the Print Date is the desired date to generate the face sheet, the RA(s) and the TC 360. If the default date is not the date desired, **Enter** an appropriate Print Date. Refer to the section on *Claim Schedule Maintenance* for further details.
 4. Correct or retype the claim schedule face sheet and RA. Cross-reference the correcting transactions on the original batch for audit trail purposes.
 5. Enter a manual TC 360R for the amount of the credit memo (TC 471) posted in the *original claim schedule* batch. Use the Document Number shown on the Document Shadow File (Command **H.4**).
 6. Verify the claim schedule document balance agrees with the total on the claim schedule face sheet. The document balance can be verified by ordering a D05 report or by viewing the Document Shadow File (Command **H.4**).

Split Claim Schedules (A, B, C, etc.)

Claim schedule batches that break the rules described in Step 2 of the *Claim Schedule Preparation Steps* section may result in "split" claim schedule postings by CALSTARS. When the system splits a claim schedule, it automatically assigns an 8th digit (i.e. A, B, C, etc.) to the Claims Filed records in the Document File rather than a zero. A split claim schedule may result from any of the following situations.

A claim schedule batch contains transactions with different disbursing appropriation information (i.e. organization, fund, reference, enactment and funding fiscal year).

Note: If the coding entered is correct or the claim schedule contains more than 12 vendors, no action is required in CALSTARS because separate claim schedules are required. If the claim schedule batch contains manual claim schedule transaction codes and the claim schedule has already been submitted to SCO, refer to the *Correcting Completed Claim Schedules* section of this chapter.

If coding errors caused the claim schedule to split, follow the steps below:

1. Reverse the erroneous transaction with TC 253 and re-enter the correct transaction with TC 253R. Use the same Current Document Number (claim schedule number) that is displayed on the D05 Report.
2. Type the new transaction on the face sheet and correct the claim schedule number on the RA.

Note: If TC 232 or TC 243 was used in the original batch and the reference document was correct, no adjustment is necessary to the encumbrances.

Claim schedule batch with multiple scheduled line items

A Claim schedule that does not split (i.e., *not* A, B, C, etc.) but generates *multiple TC 360 Claims Filed* postings with different Document Number Suffixes (i.e., **00, 01, 02**, etc.) is appropriate for **separating scheduled line items** within one appropriation account, as follows:

- ✧ Posting GLA 3020-Claims Filed with different Source codes for a revenue account (e.g., 125700, 125800, etc.); or
- ✧ Posting GLA 3020-Claims Filed for project general ledger accounting; i.e., differentiating:
 - Project required GL posting (PC Table GL Posting Level = **1** or **B**); and

Non-project required posting (e.g., no Project Code used in the disbursement transaction or projects with GL Posting Level = **0** or **A**).

Transactions for the same vendor are not entered consecutively.

1. Correct or retype the claim schedule face sheet and RA to ensure only one warrant is issued for each vendor listed on the claim schedule.

Claims In Process (GLA 3021)

A balance in GLA 3021 represents claims entered into CALSTARS but not yet released for print, including claims that have fatal errors on the error file. The balance of GLA 3021, Claims In Process, should always be zero after the TC 360 or TC 360R has posted. Other incorrect balances in GLA 3021 may result if the procedures for correcting claim schedule posting problems are not followed correctly.

CLAIM CORRECTIONS MADE BY SCO

Occasionally, a claim schedule sent to the SCO may contain an invoice that cannot be paid due to rules violations or an incorrect amount. When this occurs, the SCO auditor may correct the invoice and issue a warrant in a different amount, or return the unpaid vendor invoice to the agency for correction. The SCO will prepare and send a Notice of Claim Correction (Form AUD 16) in accordance with SAM Section 8422.5. The agency must record the claim correction on the agency's copy of the claim schedule and remittance advice.

This claim correction must be entered in CALSTARS using the appropriate transaction below.

For Expenditure claim cuts:

TC 253 - Reduce Expenditure (Claim Correction)
Dr 1140 Cash In State Treasury
Cr 9000 Appro Expend/Operating Expend. & Expenses

OR

For Special Deposit disbursement claim cuts:

TC 255 - Record Claim Correction - Increase Deposits
Dr 3020 Claims Filed
Cr 3500 Liabilities For Deposit

OR

For Revenue refund claim cuts:

TC 256 - Record Claim Correction - Increase Revenue
Dr 1140 Cash In State Treasury
Cr 8000 Revenue/Operating Revenue

OR

For Reimbursement refund cuts:

TC 257 - Record Claim Correction - Increase Reimbursements
Dr 1140 Cash In State Treasury
Cr 8100 Reimbursements

After the claim correction transaction has successfully posted, the system generates a transaction, TC 361 (except for TC 255, Special Deposits) to adjust the Claims Filed document in the Document File, as follows:

TC 361 - Claim Correction - Reduce Claims Filed - System Generated
Dr 3020 Claims Filed
Cr 1140 Cash In State Treasury

Verify the claim schedule document balance agrees with the corrected claim schedule total as indicated on the Notice of Claim Correction (Form AUD 16). The document balance can be verified by ordering a D05 report or by viewing the Document Shadow File (Command **H.4**) after the system generated TC 361 has posted.

THE NOTICE OF CLAIMS FILED CD 102.

After the claim schedule is sent to and successfully processed by the SCO, a Notice of Claims Filed (CD 102) form is sent by the SCO to the agency. Posting this record in CALSTARS is part of the appropriation reconciliation process and therefore must be done on a monthly basis. See the *Reconciliation Of Claim Schedules* section for a description of the claim schedule reconciliation process.

Manual CD 102 posting method - A batch is prepared to manually post the CD102s into CALSTARS. The following transaction is then used to manually post the CD102:

TC 252 - Reduce Claims Filed-Notice of Claims Paid
Dr 3020 Claims Filed
Cr 1140 Cash In State Treasury

A TC 252 posts against each Document File record for the claim schedule. To verify the correct Document Number(s), review the D05, Document Report of Claims Filed, and/or go to Command **H.4** - Document (File Inquiry) and view the record(s) that apply to the claim schedule.

IMPORTANT: If batching rules were broken, more than one claim schedule (i.e., A, B, C, etc.) and Claims Filed transaction, TC 360, may be generated. Also, if "Project General Ledgers" (see the Project Control (PC) Table , Volume 2, Chapter IV, item GL Post Level, code 1 or B) are used, separate TC 360 transactions will be generated for each designated project and a separate Document Number Suffix code assigned to each (i.e., **00, 01, 02**, etc.). Transactions not using PC table code **1** or **B** and transactions without PC tables are summed into one TC 360.

Automated CD 102 posting method - the CD 102 transactions are automatically generated from the monthly CD 102 electronic file received from the SCO. The Document File TC 360 and TC 361 transactions, by document number, are used for a match with the SCO records.

IMPORTANT: If batching rules were broken, more than one claim schedule (i.e., A, B, C, etc.) and Claims Filed transaction, TC 360, may be generated. Also, if "Project General Ledgers" (see the Project Control Table , Volume 2, Chapter IV, item GL Post Level, code 1 or B) are used, separate TC 360 transactions will be generated for each designated project and a separate Document Number Suffix code assigned to each (i.e., **00, 01, 02**, etc.). Transactions not using PC table code **1** or **B** and transactions without PC tables are summed into one TC 360. The Automated CD 102 process does not work for split claim schedules or when multiple document suffix numbers are assigned. Manual transactions (TC 252s) must be entered in CALSTARS to clear the Claims Filed (GL 3020) document balances.

The CALSTARS Document File record data is included in the generated batch of transactions based on the Organization Code, FFY, Fund, program hierarchy, claim schedule number and amount.

IMPORTANT: Agencies must set the OC Table CD 102 indicator set to **Y** to use the automated CD 102 posting method. This indicator must be set prior to the SCO transmittal of the electronic file at the beginning of the month. Once the indicator is set to **Y**, future SCO files will automatically be accepted and CD 102 transactions generated.

When a match occurs between the SCO record and the Document File record an automated batch and a transaction record(s) is created. The automated transaction generated is:

TC 362 - Reduce Claims Filed-Notice of Claims Paid - Auto Post
Dr 3020 Claims Filed
Cr 1140 Cash In State Treasury

Each SCO CD 102 record then becomes a CALSTARS record.

When a match does not occur, the transaction record becomes a fatal error. The subsystem will insert Object Detail code **000** into the transaction. This forces the non-matched transaction to the Error File. The transaction may be deleted from the error file and the CD102 manually posted; or the error can be corrected by taking one or more of the following steps:

1. Create two additional lines on the Error Correction Screen (Command C.3). To create each additional line, enter an **I** (Insert) in the **S** (Status) column next to the transaction ID and enter.
2. Enter Detail Correction Number **26** in the Data Element No/Name field and a **\$** in the Data Element Value column to delete the Object Detail code **000**.
3. Enter Detail Correction Number **40** in the Data Element No/Name field. Enter the correct Reference Document Number in the Data Element Value column.
4. Enter **Fund Segment** in the Data Element No/Name field. Enter the appropriate Appropriation Symbol, Fund, Fund Source, Method, and Fund Detail. If no Fund Detail exists for the transaction, space through the 10th and 11th position.

Note: If the non-matched condition is related to the amount (indicated on the report with "\$"), steps 1, 3 and 4 may not be necessary.

Two reports are generated from the automated CD 102 process:

- ❖ **CFB084-1 CALSTARS Automated SCO CD 102 Postings (TC 362) Report** - shows all SCO CD 102 transactions generated for a specific month, both matched and non-matched, and

- ✧ **CFB084-2 CALSTARS List of CD 102 Non-Matched For FMnn [month name] Report** - shows only those SCO CD 102 transactions that did not match record(s) in the Document File GLA 3020 as of the date of the SCO file. Transactions appearing on this report should be investigated to avoid problems during the monthly reconciliation with the SCO.

Both reports are described and samples shown in the *Claim Schedule Reports* section.

RECONCILIATION OF CLAIM SCHEDULES

Use the H04 - Claims In Process and Claims Filed Activity Report to find, reconcile and correct any claim schedule differences. See Volume 6, Chapter III, Standard Reports, section *H-History File*, for a sample H04 report.

A very important part of the claim schedule process is accounting for all claim schedule transactions to ensure that all disbursements are made as intended. The claim schedule process involves three types of transactions:

- ✧ The original expenditure or revenue refund
Dr. Expenditures or Revenue
Cr. Claims In Process
- ✧ The filing of a claim with State Controller's Office
Dr. Claims In Process
Cr. Claims Filed
- ✧ The receipt of the CD 102 from the State Controller's Office
Dr. Claims Filed
Cr. Cash In State Treasury

In general, the balance in the GLA 3021-Claims In Process account represents claims entered into CALSTARS but not yet sent to the SCO. The balance in the GLA 3020-Claims Filed represents claims sent to the SCO for which no disbursement (CD 102) has been received.

On a daily basis, the claim schedules should be compared to the W01 report for audit purposes. At month end, claim schedule batches on the Batch Control Log should be compared to the claim schedules listed on the D05, Document Report of Claims Filed, (See Volume 6, Chapter II-D). If a discrepancy between the Batch Control Log and the Document Report of Claims Filed exists, it may be due to the following reason(s):

- ✧ A reconciling item has not been cleared. For example, a Claim Schedule transaction remains on the Claim Schedule File Maintenance screen due to a negative net to vendor;
- ✧ A transaction(s) was deleted from the Claim Schedule File;
- ✧ A transaction(s) is on the Error File; and

- ✧ A transaction(s) was deleted from the Error File.

Claim schedules that do not appear on the D05, Document Report of Claims Filed, but are listed in the Batch Control Log may have posted in CALSTARS after the 'As Of Date' of the D05 report.

The Claims Filed balance for each schedule on the D05 report should equal zero **after** all CD 102s and adjustments to Claims Filed are correctly posted. If a balance remains, the HG1, General Ledger Analysis Report, and/or the H04, Claims in Process and Filed Activity Report, may be referenced to aid in reconciling transactions posted to either Claims in Process, Claims Filed or Cash in State Treasury.

CLAIM SCHEDULE REPORTS

This section describes all of the claim schedule reports generated by the nightly system update process and the Claim Schedule Subsystem based on batch transaction entry and maintenance, error correction, claim schedule or Warrant Write File maintenance.

Some of these reports need to be reviewed to verify that the claim schedule entry/adjustment transactions are correct and complete.

These reports include:

- ✧ Claim Schedules Requiring Action Report (CSBW01-1);
- ✧ Summary of Claim Schedules Filed (W03);
- ✧ Claim Schedule Preview Report (CSBW08-1);
- ✧ Summary of Claim Schedule Transactions Deleted (W1A);
- ✧ Claim Schedule Generated Transactions (CFB080-1);
- ✧ CALSTARS Claim Schedule File Maintenance Report (CFB810-1);
- ✧ Claim Schedule Extract Summary (CFB820-1);
- ✧ Automated SCO CD 102 Postings (TC 362) Report (CSB084-1);
- ✧ List of CD 102 Non-Matched for FM *nn* [Month] Report (CSB084-2)

Each report is described in this section.

Claim Schedules Requiring Action Report (CSBW01-1)

The Claim Schedules Requiring Action Report (CSBW01-1), shown in Exhibit XI-3 on page 34, is produced when an action is required before a claim schedule can be printed. A message stating the cause of the problem is displayed below the total for each claim schedule or to the right of the total amount for each payee. The messages and definitions are as follows:

Associated Transaction On Error File - One or more transactions in the claim schedule is on the Error File preventing the claim schedule batch from generating a Claims Filed transaction (TC 360) or claim cut (TC 361), as appropriate. The transactions displayed on the CSBW01-1 report successfully posted to the CALSTARS master files and the Warrant Write File. However, the remaining transactions in the claim schedule need to be cleared from the error file.

Action: See the Error Correction Activity Report (CFB200-2) and correct the transactions containing fatal errors.

Negative Net To Vendor - For an automated claim schedule, one of the following three situations exist:

- ✦ One or more credit memos are included that result in a zero or negative balance payment to a vendor.
- ✦ A credit memo does not immediately follow an invoice from the same vendor.
- ✦ The vendor information is not identical between the invoice and the credit memo.

Remember that all of the transactions on the CSBW01-1 report successfully passed the nightly system processing edits without fatal errors and have already posted to the master files. Corrections will require entering *new* transactions to either increase and/or negate existing transactions.

Action: Enter correcting claim schedule transactions. Refer to the *Correcting Claim Schedule Posting Problems* section in this chapter for further .

Manual Hold Set - The agency has entered a **Hold** claim schedule maintenance transaction (Command **B.2**) to restrict a claim schedule batch from **Print** maintenance availability.

Action: A **Release** claim schedule maintenance operator entry is required for printing availability.

If no message is displayed, the corresponding automated claim schedules are not available for printing because either the Global Print Indicator operator was changed to an **N** or the Print Date is earlier than the Batch Date of the claim schedule transaction.

Action: Refer to the section on *Claim Schedule File Maintenance* for further details.

The Claim Schedules Requiring Action Report is ROPED to your agency printer (queue RWW1). The report can be viewed or printed through Command **G.4**. Transactions on this report are sorted numerically by claim schedule number followed by alpha character claim schedule numbers.

Summary of Claim Schedules Filed (W03)

The Summary of Claim Schedules Filed Automated and Manual reports, shown in Exhibits XI-4 and XI-5 on pages 35 and 36 respectively, are printed each day claim schedule transactions post to Claims Filed, GL 3020 (TC 360, 360R and 361). The transactions occur when batches are posted without fatal errors (manual) or without fatal errors when claim schedules are available to be printed (automated).

Transactions on this report are sorted numerically by claim schedule number followed by alpha character claim schedule numbers and is ROPED to your agency printer (queue RWW1). The report can be viewed or printed through Command **G.4.Claim Schedule Preview Report (CSBW08-1)**

The Claim Schedule Preview Report (CSBW08-1), illustrated in Exhibits XI-6, lists all claim schedules that successfully post to CALSTARS, but have not been printed. Claim schedules are on this report if either the Global Print Indicator was changed to **N** or the Print Date entered on the Claim Schedule Maintenance screen is earlier than the Batch Date on the claim schedule transaction. The report is sorted by claim schedule number and then by alpha characters. The Claim Schedule Preview Report may be used to verify the accuracy of claim schedule entries prior to printing claim schedules.

The Claim Schedule Preview report is ROPED to your agency printer (queue RWW1). The report can be viewed or printed through Command **G.4**.

Summary of Claim Schedule Transactions Deleted (W1A)

The Summary of Claim Schedule Transactions Deleted, shown in Exhibit XI-7 on page 38, displays Warrant Write File transactions that were deleted during the previous nightly system processing. The Summary of Claim Schedule Transactions Deleted is produced only if **Delete** claim schedule file maintenance transactions were entered on the prior day to delete transactions from the Claim Schedule File.

The Claim Schedules Filed report is ROPED to your agency printer (queue IEUP). The report can be viewed or printed through Command **G.4**.

Claim Schedule Generated Transactions Report (CFB080-1)

The Claim Schedule Generated Transactions Report (CFB080-1), shown in Exhibit XI-8 on page 39, is produced each time the Claim Schedule Subsystem generates Claims Filed transactions, TCs 360 and/or 361. It displays each transaction and the batch header information for each batch it creates. Transactions on this report are sorted numerically by claim schedule number followed by alpha character claim schedule numbers.

The Claim Schedule Generated Transactions report is ROPED to your agency printer (queue RWW1). The report can be viewed or printed through Command **G.4**.

Claim Schedule File Maintenance Activity Report (CFB810-1)

The Claim Schedule File Maintenance Activity Report (CFB810-1), shown in Exhibit XI-9 on page 40, is printed if Claim Schedule File maintenance was done the previous day. All maintenance is listed on the report, regardless of whether errors exist or not. However, maintenance transactions with an error code and message are not processed until they are corrected. The error codes and messages reported on the Claim Schedule File Maintenance Activity Report may be found in Volume 4, Error Correction.

The Claim Schedule File Maintenance Activity report is ROPED to your agency printer (queue IEUP). The report can be viewed or printed through Command **G.4**.

Claim Schedule Extract Summary (CFB820-1)

The Claim Schedule Extract Summary (CFB820-1), shown in Exhibit XI-10 on page 41, is produced by the Claim Schedule Subsystem to show the status of all claim schedule batches. Summary data is provided for both manual and automated claim schedules.

The Claim Schedule Extract Summary Report is ROPED to your agency printer (queue IEUP). The report can be viewed or printed through Command **G.4**.

Transactions on this report are sorted numerically by claim schedule number followed by alpha character claim schedule numbers.

The Claim Schedule Extract Summary report is ROPED to your agency printer and is located in report queue IEUP. The report can be viewed or printed through Command **G.4**.

CALSTARS Automated SCO CD 102 Postings (TC 362) Report (CSB084-1)

The Automated SCO CD 102 Postings Report (CSB084-1), shown in Exhibit XI-11 on page 42, is produced when an interface is created using the monthly electronic CD 102 file from the SCO and the CALSTARS Document File for all Claims Filed (GLA 3020) records. All claims paid by SCO during the previous month are listed by claim schedule number in numerical order. If an SCO claim schedule record does not match a Document File record in CALSTARS, it is flagged ('*') for non-match *data* or ('\$') for non-match *amount*.

Note that the optional automated CD 102 posting process is controlled using the current year Organization Control Table, item CD 102, code **Y**-Yes or **N**-No to authorize this automatic monthly process.

The CALSTARS Automated SCO CD 102 Postings report is ROPED to your agency printer (queue IEUP). The report can be viewed or printed through Command **G.4**.

CALSTARS List of CD 102 Non-Matched For *nn* [Month] Report (CSB084-2)

The List of CD 102 Non-Matched Report (CSB084-2), shown in Exhibit XI-12 on page 43, is produced when the monthly electronic CD102 file contains records that cannot be matched with Document File (GLA 3020) records. This exception report is only produced if an SCO record does not match a CALSTARS Document File record. . SCO transactions are displayed with the SCO funding information to help agencies identify the differences.

The CALSTARS List of CD 102 Non-Matched Report (CSB084-2) is ROPED to your agency printer (queue IEUP). The report can be viewed or printed through Command **G.4**.

EXHIBIT XI-3

```

CSBW01-1 9990 (DEST: D1 CTP2) *****
                                CALSTARS
                                DEPARTMENT OF AIR QUALITY
                                CLAIM SCHEDULES REQUIRING ACTION
                                REPORT
07/11/2002 (20:00) *****
                                ***** ORG NUMBER: 9990
                                ORG PAGE: 1
                                RUN PAGE: 357
CLAIM          SUB
SCHEDULE       FUND  FUND  FS  EY  REF  FFY  CHPTR  OR SOURCE  PURPOSE
-----
VENDOR NAME    B-DATE  T  NBR SEQ  D  INV DATE  INVOICE NBR  DUE DATE  INVOICE AMOUNT
-----
0152000 0001      D   2001 001 2001 106/01      CLEARING ACCOUNT      75.00
0001      G   2001 001 2001 106/01 11 11      25.00

JOHN DOE              07-08-02 04 777 00001 0 04-30-02 MAY2002      25.00
7101 W. 80TH STREET
LOS ANGELES,CA 90045
                                TOTAL FOR PAYEE      25.00

STATE TREASURER      07-08-02 04 777 00002 0 06-01-02 123456000000000      115.00
915 CAPITOL MALL, ROOM 110
SACRAMENTO,CA 95814
                                TOTAL FOR PAYEE      115.00

PRODUCTION PARALLEL TESTORG 07-08-02 04 777 00003 0 06-15-02 5276      40.00-
915 L ST,7TH FLOOR-CALSTARS
SACRAMENTO,CA 95814
                                TOTAL FOR PAYEE      40.00- NEGATIVE NET

==ERROR==> 0152000 HELD DUE TO:  MANUAL HOLD SET

0160000 0001      D   2001 001 2001 106/01      CLEARING ACCOUNT      50.00
STATE TREASURER      07-11-02 04 800 00002 0 05-30-02 MAY 2002      50.00
915 CAPITOL MALL, ROOM 110
SACRAMENTO,CA 95814
                                TOTAL FOR PAYEE      50.00

==ERROR==> 0160000 HELD DUE TO:  ASSOCIATED TRANSACTION ON ERROR FILE

```